

Residents' Parking Schemes



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Residents' parking schemes operate at all times. If you are moving to, or live within a residents' parking area you are advised to apply as soon as possible for a residents' parking permit or visitor card.

Please note that some residents' parking zones have restrictions limiting the number of parking permits and/or visitor cards issued to each dwelling.

Administration

Residents' parking schemes are administered by Lancaster City Council on behalf of Lancashire County Council. If you have any queries regarding any of the residents' parking schemes please contact us using the details at the end of this leaflet.

Application forms, residents' visitor cards, tradesman's permits and free photocopying facilities are available in our customer service centres in both Lancaster and Morecambe Town Halls.

There is a charge for residents' parking permits, which covers the cost of administering the schemes. Please refer to the scale of charges on the zone-specific leaflet.

If you are moving into the area and cannot visit our customer service centres in person, you can return your completed application by post to the address on the back of the application form, or by email to residentparking@lancaster.gov.uk

Parking Enforcement

On-street parking enforcement is the responsibility of Lancashire Parking Services. The general contact number and payment line number can be found at the end of this leaflet.

You can pay or challenge a penalty charge notice (PCN) online at the Lancashire Parking Services website. All appeals regarding the issuing of a Penalty Charge Notice (PCN) should be made in writing to Lancashire Parking Services, PO Box 1023, Preston, PR1 3ZA, or by email to parking@lancashire.gov.uk

Residents' Parking Permits

Residents' parking permits are available to residents and tenants of properties within a residents' parking zone. As a resident you may be entitled to a permit if you are the registered keeper of the vehicle you use on a regular basis.

If you are the sole or main user of a vehicle, which is registered, in another name such as a company name, you must specify this on the application form.

Residents' parking permits are issued to specific vehicle registration numbers and are not transferable.

If you change your vehicle you must return your existing permit together with your new vehicle documentation, and complete a change of vehicle form.

Residents' parking permits and/or visitor cards must be returned to the Parking Office or Lancaster and Morecambe Town Hall Customer Services if you cease to reside in the zone for which they were issued. If you change address within the same zone new proof of residency must be supplied for your new address.

For permits returned a pro-rata refund will be issued for the remaining months left on the permit. You must provide your bank details and an email address before a refund can be issued.

Residents' permits are only available for passenger vehicles, or goods vehicles not exceeding 3.5 tonnes gross vehicle weight or 1525 kilograms unladen weight.

Visitor Cards

Visitor cards are available to allow non-residents to park when visiting a resident in a parking zone. The visitor card is issued so that it can be used by more than one vehicle and it should be kept at your residence when not in use. Cards must be surrendered if you cease to reside in the parking area for which they have been issued.

Visitor cards are limited to **TWO** cards per self-contained dwelling at any one time. Each card has 10 calendar day visits and must be returned together with proof of residency before further card(s) can be purchased for the dwelling at a charge of £1 per card.

Visitor lines can be completed in advance for the days your visitor is staying – you do not need to complete individual lines on a daily basis.

Visitor cards must be clearly displayed on the vehicle dashboard.

UNDER NO CIRCUMSTANCES MUST VISITOR CARDS BE USED FOR COMMUTER PARKING.

Tradesperson Permits

A tradesperson visiting your property can **either** use your visitor card with your permission **or** apply for a tradesman permit directly from our customer service centres at a charge of £3 per day per vehicle.

Permits are only issued where the vehicle is an essential part of the works and where continual access is required to the vehicle for equipment, tools and materials.

Carer On Call Permits

Recognised agencies providing 'Care at Home' services can purchase a carer permit which costs £10 annually. Please contact us at the address overleaf.

Exemptions

Some vehicles are exempt from residents' parking schemes, including mail delivery vehicles, emergency response vehicles, removal vehicles and motorcycles.

BLUE BADGE HOLDERS ARE NOT EXEMPT FROM RESIDENTS' PARKING SCHEMES.

Parking Schemes in Operation

This leaflet covers the following residents' parking schemes:

Lancaster

Central Zone A
Castle Zone B
Bulk Zone C
South Zone D
The Quay Zone E
Dallas Road Zone F
Lune Street Zone G
Regent Street Zone H
Brook Street Zone I
Fairfield Zone J

Morecambe

Central Drive Zone N
Edward Street Zone O
Lancaster Road Zone P
Poulton Home Zone R

(West End Zone Q – See zone leaflet for details)

Useful Contact Details

Administration – Lancaster City Council

Address: Environmental Services, Parking and Administration, White Lund Depot, White Lund Road, Morecambe LA3 3DT

Telephone: 01524 582972
Email: residentsparking@lancaster.gov.uk
Website: www.lancaster.gov.uk/parking

Enforcement – Lancashire Parking Services

All enquiries: 0800 195 2774
Payment line: 0844 826 6593
Email: parking@lancashire.gov.uk
Website: www.lancashire.gov.uk/parking

National Fraud Initiative

Lancaster City Council is under a duty to protect the public funds it administers, and to this end may use information you provide on application forms for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see: www.lancaster.gov.uk/nfi or email nfi@lancaster.gov.uk